

# SF Building Permit for Seismic Retrofit

# 3c

This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application deems the application complete.

**Applicant:** Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the item(s) initialed as not required.*

The permit may take up to five working days from the date of filing. This time frame may vary due to volume fluctuations associated with seasonal demands. Every effort will be made to process your application as soon as possible. Staff will call you when your permit is ready to be issued.

It is important that your plans clearly show all the work you propose to do, as this will avoid delays in the processing. Once a permit has been issued, it will be limited to the scope defined and illustrated in the documents filed. If the Building Inspectors determine that the project is beyond the scope of what was approved or an existing feature of the project is found to be deficient, the inspector will give you instructions on how to submit additional plans for review.

If portions of your home do not qualify to sue the Standard Home Earthquake Retrofit (SHER) Plan Set, alternate earthquake retrofit methods and materials may be used when approved by the Building Department. You may need to hire an engineer or architect to design an alternate retrofit plan to address your home's specific needs.

Two (2) inspections are required. The first inspection shall be after all bolts and hardware are installed, prior to installing the sheathing. The final inspection shall be after the sheathing is installed. Do not conceal any work until inspected and approved.

One (1) complete plan set showing the following is required. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information. Development Services permit application per BMC 11.06.002

## Applicant

## Staff

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form .....   | <input type="checkbox"/> |
| <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations  | <input type="checkbox"/> |
| <input type="checkbox"/> The Application Plan (sheet 4 of 18) with a drawing in the space provided showing a dimensioned outline of your home's foundation wall with the number of the plan detail you will use for carrying out the work marked on the appropriate location on the outline | <input type="checkbox"/> |
| <input type="checkbox"/> The Plan Detail Reference Sheet (sheets 8-18) showing all the plan details included in the SHER plan set .....   | <input type="checkbox"/> |
| <input type="checkbox"/> A completed Hazard Assessment Checklist .....  | <input type="checkbox"/> |
| <input type="checkbox"/> Any additional plan details you prepared or had prepared to address conditions not covered by the drawings on the Plan Detail Reference Sheet  | <input type="checkbox"/> |

